



# POLY LANGUAGES INSTITUTE

5757 Wilshire Blvd, Suite 510, LA, CA 90036 | Tel: 949.474.7646 | www.polylanguages.edu

## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2022 & 2021

### TOEFL TEST PREPARATION PROGRAM (288 HOURS)

#### On-Time Completion Rates

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	28	28	27	96.4%
2021	30	30	29	96.7%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

#### Job Placement Rates

The program is not for employment. For F-1 students, unauthorized employment can lead to termination in SEVIS.

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	28	27	N.A.	N.A.	N.A.
2021	30	29	N.A.	N.A.	N.A.

#### Gainfully Employed Categories

##### Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	N.A.	N.A.	N.A.
2021	N.A.	N.A.	N.A.

##### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	N.A.	N.A.	N.A.
2021	N.A.	N.A.	N.A.

##### Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	N.A.	N.A.
2021	N.A.	N.A.



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## Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	N.A.	N.A.
2021	N.A.	N.A.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## License Examination Passage Rates

The ESL/TOEFL program does not prepare students to sit for any licensing exam.

Calendar Year	First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2022	N.A.	N.A.	27	N.A.	N.A.	N.A.	N.A.
2021	N.A.	N.A.	29	N.A.	N.A.	N.A.	N.A.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual salary and wages reported for graduates employed in the field.				
			\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information
2022	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2021	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Cost of Educational Program

Total Charges for the program for students completing on-time in 2022: \$3520.

Total Charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2021: \$3200.

Total Charges may be higher for students that do not complete on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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### Federal Student Loan Debt

Students at POLY Languages Institute are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date



### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL from the Enrollment Agreement**

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student cancels by the first class session, there is a full refund. Thereafter, there is a cancellation fee of \$150.

### **WITHDRAWAL**

For courses withdrawn after the period allowed for cancellation, the tuition refund will be prorated on a weekly basis less the cancellation fee of \$150. There is no refund if withdrawn after 3 weeks (more than the 75% of instruction).

### **BASIS FOR REFUND**

The tuition refund is solely based on the money received by the school after all applicable fees owed to the school are deducted. Any money not paid, discounts or promotions, will be void and will not apply upon your withdrawal. The tuition charge will be based on the standard (full charge) published price.

### **REFUND REQUEST**

All refund requests must be submitted in writing in person, by regular mail, or by electronic mail by the student. All refunds are made by check within 30 calendar days from the date of receipt of such request. The student may pick up the check in person or request the delivery of the check by mail, in which case the applicable mailing fee will apply. We use only a courier company that has a tracking system ensuring a delivery.

The refund check will be made payable to the entity or to the person from which the funds originated. If you are applying through an educational counselor/agency, the refund will be made payable to the education counselor/agency unless we are instructed to pay you directly.



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## ENROLLMENT AGREEMENT

### TOEFL TEST PREPARATION PROGRAM (288 HOURS)

This is an agreement between \_\_\_\_\_ and Poly Languages Institute for the TOEFL Test Preparation Program. The program is 16 weeks long if you study as a full-time student and 32 weeks long if you study as a part-time student. The tuition fees are estimated based on the student studying as a full-time student paying at a published rate. Non F-1 students are not required to study as a full-time student.

**Program Start Date:** \_\_\_\_\_ **Scheduled Completion Date:** \_\_\_\_\_

Period Covered by the Enrollment Agreement: **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (8 WEEKS): \$1760

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$3520

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$880

### FEES

Tuition (TOEFL Test Preparation Program)	\$3520
Application/Registration Fee (Non-Refundable)	\$150.00
STRF (non-refundable)	\$2.50 per \$1000 of institutional charges
Express Mailing Fee (Non-Refundable)	\$0 (Pick-up); \$40 (Within the US); \$80 (Outside the US)
Textbooks (Not Applicable)	School does not carry textbooks. Students must purchase the required books on their own.
<b>Total Tuition and Fees Due for Registration</b>	<b>\$150 (\$75 if Non-F1.)</b>

### STUDENT TUITION RECOVERY FUND DISCLOSURES

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”



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### **AMOUNT OF STRF ASSESSMENT**

(a) Each qualifying institution shall collect an assessment of \$2.50 per \$1,000 of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of \$1,000 or less, the assessment is \$0.

(b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, in which case, the assessment is non-refundable.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at POLY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the English as a Second Language and Test Preparation program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending POLY Languages Institute to determine if your Certificate of Completion will transfer.

### **REFUND POLICY**

All refund requests must be submitted in writing in person, by regular mail, or by electronic mail by the student. All refunds are made by check within 30 calendar days from the date of receipt of such request. The student may pick up the check in person or request the delivery of the check by mail, in which case the applicable mailing fee will apply. We use only a courier company that has a tracking system ensuring a delivery.

The refund check will be made payable to the entity or to the person from which the funds originated. If you are applying through an educational counselor/agency, the refund check will be made payable to the educational counselor/agency unless we are instructed pay you directly.

The tuition refund is solely based on the money received by the school after all applicable fees owed to the school are deducted. Any money not paid, discounts or promotions, will be void and will not apply upon your withdrawal. The tuition charge will be based on the standard (full charge) published price.

### **TITLE IV POLICY (NO STUDENT LOANS)**

Poly Languages Institute does not participate in federal and state financial aid programs.

If a student obtains a loan to pay, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, the federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and the student may not be eligible for any other government financial assistance at another institution until the loan is repaid. Furthermore, Poly Languages Institute does not provide any placement services.



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### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student cancels by the first class session, there is a full refund. Thereafter, there is a cancellation fee of \$150.

#### Withdrawal

For courses withdrawn after the period allowed for cancellation, the tuition refund will be prorated on a weekly basis less the cancellation fee of \$150. There is no refund if withdrawn after 3 weeks (more than the 75% of instruction).

#### Registration Requirements for F-1 Students

Nonimmigrant F1 students are required to attend at least two terms (8 weeks). Otherwise, there is an early withdrawal fee of \$350. Additionally, for F-1 students applying from overseas and/or through their educational counselor/agency, there is a recruiting fee of 35% of tuition for the period of the program indicated on their application form for early withdrawal. The recruiting fee does not apply for continuing students (extending from the initial period enrolled) and transfer students applying on their own.

#### Any Unanswered Questions

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd., Suite 225, Sacramento, CA 95834. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov); Phone Number: 916-431-6959; Toll Free Number: 888-370-7589; Fax Number: 916-263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

### CATALOG AND SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## VIDEO CONSENT

I hereby authorize Poly Languages Institute the right and permission, without any compensation, to copyright and/or publish, reproduce or otherwise use my name, voice, and likeness in video, photographs, written materials, and audio-visual recordings. If I do not wish to participate, I understand that I must communicate my stance, not to include myself, and I agree not to participate in such an event.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have sufficient time to read and understand the information.**

## VIDEO CONFERENCING ETIQUETTE

I understand that Poly Languages Institute mandates students to keep their video on during classes. I agree to have my camera on and follow the basic rules of Video Conferencing Etiquette mandated by teachers under the guidelines set forth by Poly Languages Institute as it deems appropriate at its sole discretion.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have sufficient time to read and understand the information.**

## FACE-TO-FACE COURSE REQUIREMENT

If I enrolled (obtain F-1 visa) after March 9, 2020, I agree to take face-to-face (offline) courses offered between 9:00am and 1:30pm and maintain my F-1 status. I understand that USCIS mandates "students who enrolled after March 9, 2020, must adhere to SEVP's existing regulations regarding online learning, found at 8 C.F.R. § 214.2(f)(6)." In other words, "no online or distance learning classes may count toward an ESL student's full course of study requirement."

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have sufficient time to read and understand the information.**

**I understand that this is a legally binding contract when signed by the student and accepted by the institution.** My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date